



Michigan Court System

Terminology

Name	Description
Actions	Actions can be dispositions, court orders, hearings held and their outcomes, and/or administrative actions.
Active Directory	Is a directory service used to store information about network resources. Provides and organizes information regarding, users, menus, screens, controls access and sets security.
AD Group (AD = Account Distribution)	The ability to group a number of AD Names (financial codes) in order to create receivables and take payments.
Ad Hoc	A hearing added on an as needed basis because a session does not exist.
AD Names (AD = Account Distribution)	A financial code that is linked to specific accounts for distribution.
Add	A button used to add information to a group box within a screen.
Adjudicated	The highest level of disposition and the greatest date when all dispositive participants or charges are disposed on a case. Appears in the case header information.
Ascending	Information that appears from oldest date to newest date, smallest number to largest number, or alphabetical order.
Associated	Two or more cases that are linked together for informational purposes, but are processed independently.
Batch Process	Performing a process automatically on a group of files all at once rather than manually. This process may generate forms, reports, update case status or milestones.
Case Details	Summary of the basic case information which includes case header, case indicators, and other case type specific attributes.
Case Header	Identifying information specific to each case and displayed at the top of most screens. Examples: Case ID, Case Entitlement, JCL, Judicial officer, etc.
Case ID	A unique number that identifies a case which includes year, identifier (alpha and/or numeric) and case type. Format = YY-000000-CH
Comments	Free form text fields on various screens.
Consolidated	Two or more cases that are linked together by a judge's order, but still kept as distinct cases. Some case actions may only occur on the primary case (such as document filings) while other actions may occur on both the primary and secondary cases (such as recording an action or scheduling hearings).
Date Picker	The calendar display which may be activated within a date field by using the dropdown arrow. Or The ability to use short cuts to enter dates within a date field. Examples: t = today, t-1=yesterday, t+1=tomorrow
Descending	Information that appears from newest date to oldest date, largest number to smallest number, or reverse alphabetical order.

Name	Description
Disposition	Determination of a participant or charge whether by dismissal, plea, settlement, verdict, or judgment.
Dispositive	A participant or charge that must be disposed.
Division	A filter (i.e. Juvenile, Adoption, Civil, Criminal) used on certain screens.
Domestic Relations 3.204	When parties have shared children and multiple cases, the cases can be linked together so they can be heard before a single judge.
Drop down	A field that contains a black arrow and displays a list from which a selection may be made.
Dynamic Close	<p>The case status will automatically be set to 'CLOSED' when:</p> <ul style="list-style-type: none"> -Case Status is 'Adjudicated' and -All of the following indicators are off <ul style="list-style-type: none"> -Warrant -Balance Due is \$0.00 -ADR -Matters Undecided -Garnishment -Seizure -There are no future hearings scheduled -All milestones are 'Satisfied', 'Breachd' or 'Inactive'
Financial Location	A collection of one or more JCLs, Registers and Cashiers that are grouped together to enable financial transactions.
Financial Summary	A complete list of any financial activity that occurs on a case for a participant which includes receivables, payments, payables, bonds, etc.
Grid View	The column headers or title row of a List View
Group Box	An area outlined on the screen that groups similar items.
Hearing Officer	Any professional that conducts hearings within the court.
Indicators	<p>Flags that indicate important information relevant to the case or participants:</p> <p>Examples contained on the case header:</p> <ul style="list-style-type: none"> Adjudication Warrant Non-Public Related Cases <p>Examples contained on the case details screen in the case indicator group box:</p> <ul style="list-style-type: none"> Garnishments Matters Undecided FOC Opt out
JCL	An acronym for Jurisdiction, Court & Location.
Judicial Officer	A Judge or Magistrate that is assigned to a case.
Links	Action Links (appears in Blue Text) : provides access to specific screens within a case and are located within tabs at the bottom of a detail screen.

Name	Description
	Quick Search Links (appears in Blue Text) : provides access to search screens and can be found in various locations throughout the application (i.e. Case ID).
List View	A list of items that displays in columns within the screen.
Message	There are two types: Validation and Application.
Migrated Data	Data that is converted from a court's existing software application to MiCS.
Milestones	Tracking and reporting of various case activities that are assigned, satisfied or breached by the filing of a document, hearing, action etc.
Modal Screen/Window	Small display screen that requires action in order to continue.
Modify Profile	User details and default information specific to an individual within the MiCS application such as Name, JCL, printers.
Node	Expandable components within the case tree.
Notes	Informational details for specific components within a case that will not appear within the ROA. Used for internal purposes only.
Object Search	The ability to perform a search specific to components within the MiCS application.
Output Queue	A location where forms and reports are stored to be printed at a later time.
Participant	A person or organization that is associated to a case.
Payable	Money owed by the court to a vendor/person or organization.
Person	An individual or organization in the MiCS application, not specific to a case.
Professional	Any person that has a defined professional role within the MiCS application. (i.e. Judge, Magistrate, Prosecutor, Referee, Caseworker, etc)
Quick Search	The ability to quickly access a case when the Case ID is known.
Radio Button	A round icon representing one of a set of options, only one of which can be selected at any time.
Receivable	Money owed to the court (i.e. fines, costs, fees, etc).
Reference Data	Information contained in tables behind the scenes that may or may not be specific to a court. Some examples of reference data are: Case ID format Financial Accounts Professionals Documents Hearing Types Hair color
Refresh	Display recently changed data within a detail screen or the tree.
Reminders	A way of reminding users or a group of users of scheduled events or tasks.
Reprint	Allows the user to generate a duplicate receipt without changing any of the original information.
Re-ring	Allows the user to create a new receipt after voiding the original receipt.
Resource	A person, place or thing that may be added to a hearing, examples; hearing officer, interpreter, court reporter, electronic equipment, etc.
Results	Additional details/description pertaining to a document or action that may affect reporting or case management.
Reverse Chronological	Descending order of items.
Ribbon	Title bar at the top of the screen that displays the application name, version and the screen name.

Name	Description
ROA	Acronym for Register of Actions that compiles all of the components of a case within one report as required by Case File Management Standards.
Screen Tabs	Access to additional functionality within a screen.
Sessions	A block of time that a judicial officer or court location will be scheduled for specific types of hearings.
Top Menu	A menu that displays across the top of the screen.
Tree	An organized list of components that make up the case. It is located to the left of any detail screen.
Vendor	The person/organization that will be receiving money from the court in order to disburse a payable or pay an expense.